

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Needham Youth Services

Job Posting 07/18/16

Job Posting: Administrative Clerk

Date: 7/5/16

Job Title: Administrative Clerk

Hourly Pay: \$10

Age Requirements: 14+

Job Hours: 7-10 total weekly, flexible on start/end time but late afternoons are preferred.

More hours possible if desired performing other tasks if qualified.

Company Name: Vita Needle Company

Company Address: 919 Great Plain Ave

Company Website: www.vitaneedle.com

Contact Person: Frederick Hartman II

Number: 781-444-1780

Email: sales@vitaneedle.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We're looking for an individual to scan completed sales orders for electronic recordkeeping. The job involves loading orders into a scanner, entering the order number onto the scanner screen and ensuring the orders feed properly and then stapling them back together. Other duties are possible if more hours are desired (not required).

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Job Posting: Afternoon Babysitter

Date: 6/24/2016

Job Title: Afternoon Babysitter

Hourly Pay: \$15-20/hour

Age Requirements: Over 16

Job Hours: 2:30-6:00 Tues-Friday

Company Name: Daryl Brayer

Company Address:

Company Website:

Contact Person: Daryl Brayer

Number: 617-645-2281

Email: Dfglazer@yahoo.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Afternoon babysitter needed for Needham family. Job involves picking up 2 kids (3rd and 5th grade) at Eliot School and watching them for the afternoon and driving them to their activities. Must have car.

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Job Posting: Jefferey D. Omansky CFP

Date: 6/16/16

Job Title: Filing

Hourly Pay: 9-10 hr

Age Requirements: 16-18

Job Hours: probably 4-6 hrs

Company Name: Jefferey D. Omansky CFP

Company Address: 400 Hunnewell St #1 Needham

Company Website:

Contact Person: Jefferey Omansky

Number: 339-225-4004

Email: bigbuxjdo@yahoo.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Filing sensitive documents in a financial planning office.

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Job Posting: Needham Sudbury Farm

Date: 7/6/16

Job Title: Cashiers

Hourly Pay: \$10 to \$12

Age Requirements: 14

Job Hours: Flexible (Days, Nights, and Weekends)

Company Name: Needham Sudbury Farms

Company Address: 1177 Highland Avenue, Needham MA 02492

Company Website: <http://www.rochebros.com/>

Contact Person: John McCarthy

Number: 781-449-9180

Email: jmccarthy@rochebros.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Great entry-level part-time job with flexible hours and potential to grow with the company.

Requires exceptional customer service skills and the ability to stand for extended periods of time.

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Job Posting: Staples

Date: 7/2/2016

Company Name: Staples

Job Title: Sales Associate

Hourly Pay: \$9.10 + based on experience

Job Hours: 10-20

Age Requirements: 16+

Company Address: 163 Highland Ave, Needham, MA

Company Website: Staples.com

Contact Person: Tiffany McNulty

Number: 781-449-5766

Email: tiffany.mcnulty@staples.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

No experience necessary...Position Summary: Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

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Job Posting: Walgreens

Date: 7/2/2016

Job Title: Customer Service Associate

Hourly Pay: \$9.00

Age Requirements: 16

Job Hours: Varies, store is open 7am - 10pm. Typical shifts are 7-4 ish or 3-10 ish

Company Name: Walgreens

Company Address: 1478 Highland Ave

Company Website: www.walgreens.com

Contact Person: Andrea Baxter or any other manager on duty

Number: 781-444-5714

Email: mgr.01852@store.walgreens.com

Brief Description of the job duties and qualifications needed (1-2 sentences): Customer Service!!!! Warehouse Management, Store Upkeep, duties vary daily.

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Job Posting: TJX Companies

Date: 7/2/16

Company Name: TJX Companies

Job Title: Varied Positions

Hourly Pay: Minimum wage

Job Hours: Part-Time & Full-Time

Age Requirements:

Company Address: Varied Locations

Company Website: www.tjxjobs.com

Contact Person:

Number: 1-866-831-0865

Email: Workforce.Service@ey.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).